

SAMPLE POLICIES FOR SCHOOL COUNCILS



Kentucky Department of Education
Division of Instructional Leadership Development
2000

Sample SBDM Policies

Preface

KRS 160.345, the statute on school-based decision making, requires school councils to have policies adopted that will “provide an environment to enhance the students’ achievement and help the school meet the goals established by KRS 158.645 and 158.6451.” Furthermore, the same statute lists several areas in which school councils are required to have an adopted policy. These include:

1. Curriculum – KRS 160.345(2)(i) 1
2. Staff time assignment – KRS 160.345(2)(i) 2
3. Student assignment – KRS 160.345(2)(i) 3
4. School schedule – KRS 160.345(2)(i) 4
5. School space use – KRS 160.345(2)(i) 5
6. Instructional practices – KRS 160.345(2)(i) 6
7. Discipline and classroom management – KRS 160.345(2)(i) 7
8. Extracurricular programs – KRS 160.345(2)(i) 8
9. State standards, technology utilization, and program appraisal – KRS 160.345(2)(i) 9
10. Consultation in filling vacancies – KRS 160.345(2)(i) 10
11. Committee participation – KRS 160.345(2)(c) 2

In addition to the areas where school councils are required to have adopted policies, the same law creates areas where school councils must make decisions. Implied with the charge to make the decision is the authority, and the responsibility, to establish policy on how that decision will be made. These areas include:

1. Determine the number of persons to be employed in each job class – KRS 160.345(2)(f)
2. Determine textbooks for the school – KRS 160.345(2)(g)
3. Determine instructional materials for the school – KRS 160.345(2)(g)
4. Determine student support services for the school – KRS 160.345(2)(g)
5. Set the school instructional budget – KRS 160.345(2)(g)
6. Completion of data analysis and school improvement planning – KRS 160.345(2)(j)
7. Planning professional development – KRS 160.345(8)
8. Completion of additional responsibility granted from the local board – KRS 160.345(4)

This site contains sample school council policies to serve as a guide to council members in determining the policy language that is most appropriate for the school. These policies are written in a generic form and are not intended to contain language that will be appropriate for every

school's every need. Though they do meet statutory requirements for school council policies, school councils should customize them for the specific needs of the school in creating an environment to enhance student achievement. These policies are not labeled "exemplary" nor even "model." They are labeled "sample", and are only one approach to the statutory requirement under KRS 160.345. You may use all of them, part of them, or none of them as long as you have a policy that meets your instructional needs.

The most important thing about school council policy development is that it be student focused and directed at improving student performance. The second most important thing about school council policy development is that the policy be one in which the council, the faculty, and the school community has faith. The second most important thing makes it more likely to achieve the most important thing. Design a policy that works and meets your schools specific needs. If these policies assist in that work then they have accomplished what was intended.

If you have questions or comments about these sample policies do not hesitate to contact Charles Edwards, Director of Instructional Leadership Development, or any member of the Council Development Branch at 502-564-4201.

Areas where policies are required:

Curriculum	Staff time assignment
Student assignment	School schedule
School space use	Instructional practices
Discipline and classroom management	Extracurricular programs
State standards, technology utilization, & program appraisal	Consultation in filling vacancies
Committee participation	

Curriculum:

The School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Curriculum Policy

Statutory Authority - KRS 160.345 (2)(i) 1

The sample policies listed below deal only with procedure and should not be considered to be complete examples of school council policies on curriculum. The majority of a school council's policy should reflect the actual adoption of curriculum content. For example, the council's policies adopted as a result of one of the procedural policies below might read, "Teachers at the Thomas Jefferson Elementary School will include in instructional objectives the attached list of writing skills. See attached. The principal will observe lesson plans and instruction of all teachers to ensure that these objectives are included and taught." The list of objectives developed by the council process would be attached to the policy.

These policies merely describe a process whereby the school council can arrive at the conclusions about the curriculum to be adopted and implemented.

Minor School Council Involvement

The school council shall adopt the curriculum of the _____ Board of Education as the curriculum that shall be implemented at the school. It is our opinion that this curriculum is aligned with state standards and is appropriate for our instructional needs. Subsequent amendments to the curriculum by the _____ Board of Education shall become effective immediately upon approval by the Board.

Moderate School Council Involvement

The chairperson of the Curriculum Committee shall, by ____ (date)_____, report to the school council a recommendation from the Curriculum Committee that includes a curriculum that is aligned with state standards for the school. The curriculum shall become effective immediately upon approval by the school council. The Curriculum Committee is charged with bringing any subsequent amendments to the adopted curriculum to the council for consideration and possible approval. All issues related

to the curriculum of the school shall be referred to the Curriculum Committee for discussion that leads to a recommendation on the issue to the school council for consideration and possible adoption.

Major School Council Involvement

Subcommittees of the Curriculum Committee shall be formed by _____date_____ for the purpose of reviewing the existing curriculum and rewriting curriculum to ensure that it is aligned with state standards. The subcommittees shall include one for each of the following curricular areas:

- Math
- Science
- Social Studies
- Language Arts
- Arts and Humanities

(Others as determined by the council. There are no requirements on these committees and the ones to be included in this list are completely at your school council's discretion.)

Each committee shall be composed of the department chair from the curricular area, at least one school council member, at least two additional parent members, at least three additional teacher members (with preference being given to teachers from within the curricular area), one central office staff member, and the principal. The principal shall ensure that all committee memberships are filled by the due date.

Each committee shall elect a chair, who will report progress toward full alignment with state standards at each school council meeting. Upon conclusion of each report, the chair will make recommendations to the school council that they adopt any aligned curriculum that has been completed to that date. The school council will approve or deny this recommendation using the council's normal decision-making process.

Staff time assignment:

The School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Staff Assignment Policy

The authority of the school council is clarified on staff assignment by OAG 93-55 that states:

"...school councils have authority to set policy regarding the assignment of all instructional and non-instructional staff time and the principal is authorized to administer the policy and to make assignments as to individual staff members."

and:

"Policy matters involve managing the affairs of a business and making decisions that determine the direction that the business or operation shall pursue. Thus, the school council is vested with the broader managerial role of determining policy in the area of staff assignments. The school council's duties do not require that the council determine the specific assignments for all staff members. Rather, the statute mandates that the principal must implement the staff assignment policy adopted by the council."

and:

"Decisions to assign specific teachers to particular students and classes are based on several factors including the performance and effectiveness of the staff. This information may be contained in the evaluations of the teacher and available to the school principal."

Minor School Council Involvement

By May 1 of each year, the principal shall prepare an instructional and non-instructional staff assignment plan for the following school year, and shall present the plan to the school council. A follow up plan that reflects amendments to the original plan shall be prepared by the principal and submitted to the school council by August 1.

Moderate School Council Involvement

By May 1 of each year, the principal shall prepare a school staff assignment plan for the following school year, and shall present the plan to the school council for consultation on the plan. A follow up plan that reflects amendments to the original plan shall be prepared by the principal and submitted to the school council for consultation by August 1.

All vacant positions, whether existing or new, shall be posted on the bulletin board in the faculty lounge within one working day of the vacancy being declared so that existing teachers shall be informed of this circumstance. Teachers shall have 3 working days from the date of the posting in the faculty lounge to inform the principal, in writing, of their request to be considered for reassignment to the vacant position. The reassignment of existing staff is at the discretion of the principal.

Major School Council Involvement

By May 1 of each year, the principal shall prepare a school staff assignment plan for the following school year, and shall present the plan to the school council for consultation on the plan. The principal shall prepare a follow up school staff assignment plan for the following school year that includes amendments from the original plan by August 1. The plans presented by the principal shall use the following criteria whenever possible in the assignment of existing staff:

- Specialized training that the staff member has completed that is related to the assignment
- Request of the staff member for the assignment
- Teaching experience related to the assignment
- Seniority within the school district
- Seniority within the school
- Individual Teacher Evaluations

All vacant positions, whether existing or new, shall within one working day of being declared a vacancy by the superintendent, be posted on the bulletin board in the faculty lounge so that existing teachers shall be informed of this circumstance. Teachers shall have 3 working days from the date of the posting in the faculty lounge to inform the principal of their request to be considered for reassignment to the vacant position. The reassignment of existing staff to a vacant position is at the discretion of the principal.

Student assignment:

The School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Minor School Council Involvement

The principal shall prepare a student assignment plan and present the plan to the school council for approval by June 1. Additions or amendments to the student assignment plan shall be reported to the school council by August 1. Additions or amendments to the student assignment plan shall be reported at each subsequent school council meeting for the month in which one occurs. If the school council has not approved a student assignment plan by August 5, the principal's plan shall be implemented as if approved by the council.

Assignments shall be posted in the entrance foyer of the school for public viewing within 10 working days of their presentation to the school council. Parents who wish to seek a change in the assignment of their child shall confer with the principal who shall have the authority to make the switch.

Moderate School Council Involvement

Teachers within a grade level, working in collaboration, shall prepare assignments for current students to classes for the following school year by May 1. These assignments shall be presented to the principal who shall present them for consideration, amendment, and approval of the school council. Additions or amendments to this student assignment lists prepared by the teachers shall be the authority of the principal and shall be reported by the principal for approval at each school council meeting.

Criteria to be used by the teachers in preparing assignments and by the principal in making student assignments shall include:

- Academic performance of the student
- Learning style of the student
- Student behavior
- Instructional needs of the student
- Class size
- School schedule

Assignments shall be posted in the entrance foyer of the school for public viewing within 10 working days of their presentation to the school council. Parents who wish to seek a change in the assignment of their child shall confer with the principal who shall have the authority to make the switch. The school council shall not have the authority to make a switch in student assignment once it gives its approval to assignments during its meeting.

Major School Council Involvement

Teachers within a grade level, working in collaboration, shall prepare assignments for students to classes for the following school year by May 1. These assignments shall be presented to the principal, who shall present them to the school council. The school council shall review the assignments and make any changes deemed appropriate by the group. The school council shall amend and approve the list of assignments from the teachers.

The school council shall post assignments in the entrance foyer of the school for public viewing within 10 working days of their approval. Parents who wish to seek a change in their child's assignment shall confer with the principal who shall have the authority to make the switch, subject to the approval of the school council. The school council shall not consider appeals of an individual student assignment, but shall only consider appeals based on the recommendation from the principal.

Criteria to be used by the teachers in preparing assignments and by the principal in making student assignments shall include:

- Academic performance of the student
- Learning style of the student
- Student behavior
- Instructional needs of the student
- Class size
- School schedule

Assignments shall be posted in the entrance foyer of the school for public viewing within 10 working days of their presentation to the school council. Parents who wish to seek a change in the assignment of their child shall confer with the principal who shall have the authority to make the switch. The school council shall not have the authority to make a switch in student assignment once it gives its approval to assignments during its meeting.

School schedule:

The School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Minor School Council Involvement

The Curriculum Committee, working in collaboration with the school principal, shall develop a proposed school schedule by May 1, and shall present this schedule at the May meeting to the council for approval. If the school council does not approve this schedule, it will be sent back to the Curriculum Committee for revision and presented to the school council at subsequent meetings until approved. If the school council has not approved a schedule by August 1, the principal shall develop and implement a schedule.

Moderate School Council Involvement

The Curriculum Committee, working in collaboration with the school principal, shall develop a proposed school schedule by May 1, and shall present this schedule to the school council for approval. The school council shall either approve or amend and approve this schedule. If the school council has not approved a schedule by August 1, the principal shall develop and implement a schedule.

Major School Council Involvement

The school council shall develop and adopt a school schedule by no later than August 1. If the school council has not approved a schedule by August 1, the principal shall develop and implement a schedule.

School Space Use:

The School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Minor School Council Involvement

By June 1, the principal shall prepare a school space use plan and present the plan to the school council. The principal shall implement the plan subsequent to the presentation to the council.

Moderate School Council Involvement

By June 1, the principal shall prepare a school space use plan and present the plan to the school council for approval. The school council may amend the plan prior to approval. The principal shall implement the plan subsequent to the approval of the

school council. If the school council has not approved a plan prior to July 15, the principal shall develop and implement a school space use plan.

Major School Council Involvement

By July 15, the school council shall develop and adopt a school space use plan. The principal shall implement the plan subsequent to the approval of the school council. If the school council has not approved a plan prior to July 16, the principal shall develop and implement a school space use plan.

Instructional Practices:

The School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Minor Involvement

Faculty, in collaboration with the principal, shall select the appropriate instructional practices to be utilized in their classroom, to ensure that the school's curriculum is fully implemented.

Moderate Involvement

Faculty, in collaboration with the principal, shall select the appropriate instructional practices to be utilized in their classroom, to ensure that the school's curriculum is fully implemented. Persons who wish to have the school council endorse a particular instructional practice to be implemented school-wide shall present the instructional practice to the curriculum committee, which shall study the benefits of the instructional practice. The committee may present a recommendation relative to the proposed instructional practice to the school council for their consideration and approval.

Major Involvement

Only instructional practices specifically endorsed by the school council shall be utilized at the school. The curriculum committee shall conduct a study of the instructional practices to be implemented at the school. The curriculum committee shall make recommendations at each regular meeting of the school council as to new instructional practices to be implemented at the school. Teachers may implement new instructional practices on a temporary basis, with the permission of the school principal. These new instructional practices shall be presented to the curriculum committee for consideration at the earliest possible opportunity, whereupon the curriculum committee shall determine whether to recommend to the school council that the instructional practice be endorsed for full implementation at the school. The principal shall observe instruction to ensure that endorsed instructional practices are being utilized at the school.

Discipline and Classroom Management:

The School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Minimum Council Involvement

The faculty and principal shall implement the local school district code of acceptable student behavior and discipline. Copies of the local district code shall be distributed to all staff prior to the beginning of each school year, and to all parents upon enrollment of their child each year. The school council shall automatically adopt any subsequent amendments to the code by the local board of education.

Moderate Council Involvement

The faculty and principal shall implement the district code of acceptable student behavior and discipline. Copies of the district code of acceptable student behavior and discipline shall be distributed in a timely manner each year to all staff and parents. The school council's governance committee shall review the district code of acceptable student behavior and discipline and determine if the school needs additional discipline and classroom management measures. The governance committee shall recommend additional discipline and classroom management measures to the school council for approval. The governance committee shall recommend additional measures only if they are consistent with the district code of acceptable student behavior and discipline, and with state and federal statutes and regulations.

Major Council Involvement

The school shall consider discipline and classroom management as a means of causing acceptable behavior or as a means of changing unacceptable behavior. The school shall not consider discipline and classroom management as a means of punishment. The school council shall approve only those discipline and classroom management provisions that are consistent with this philosophy. Copies of the district code of acceptable student behavior and discipline shall be distributed to all staff and parents in a timely manner each year.

The faculty and principal shall implement the district code of acceptable student behavior and discipline. In school council's governance committee shall review the district code of acceptable student behavior and discipline, and shall recommend to the council for approval any additional discipline and classroom management measures deemed necessary. Additional

recommendations relative to discipline and classroom management shall be consistent with the district code of acceptable student behavior, and with state and federal statutes and regulations.

The principal shall prepare an annual report on discipline and classroom management that shall include, but not be limited to, the number of referrals of students to the principal or assistant principals, the number of suspensions shown by race and gender, the number of expulsions shown by race and gender, the number of violent incidents, and the number of student hours lost to discipline. The governance committee shall conduct an annual survey of parents, teachers, and students on their perception of the current discipline and classroom management practices and shall report the results to the school council. Using these separate reports, the governance committee shall prepare an annual report, to be delivered no later than July 1 of each year, on the state of our current discipline and classroom management, and shall make recommendations for amendments to our discipline and classroom management structure, pursuant to paragraph two, for its approval.

Extracurricular Programs:

The School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Minimum Council Involvement

By July 1 of each year, the principal shall prepare a list of extracurricular programs to be implemented in the school, for the school council's approval. Additional extracurricular programs to be implemented shall be presented by the principal to the council for approval prior to their implementation.

The chief extracurricular sponsor shall determine student participation standards, to be consistent with any criteria set by the state or national sponsor of the program, and consistent with state and federal statutes and regulations.

Moderate Council Involvement

By July 1 of each year, the Governance Committee shall review the extracurricular programs present at the school and prepare a list of recommended extracurricular programs to be implemented for the subsequent school year, subject to the approval of the council. Additional extracurricular programs to be implemented shall be presented by the Governance Committee to the council for approval prior to their implementation.

The Governance Committee, subject to the school council's approval, shall recommend student participation standards for each of the school's extracurricular programs. The student participation standards shall be consistent with state or national sponsor standards, and with state and federal statutes and regulations.

Major Council Involvement

By July 1 of each year, the chief sponsor of existing extracurricular programs or the chief initiator of newly proposed extracurricular programs shall be placed on the school council agenda to present a request for continuation of the program or the creation of the program. Upon presentation to the council, the chief sponsor or chief initiator shall include student participation criteria, to be consistent with the standards of the state or national sponsoring organization and state and federal statutes and regulations. Implementation of the program, and use of the student participation standards shall be subject to the approval of the school council.

Alignment With State Standards, Technology Utilization, and Program Appraisal:

The School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Minor Council Involvement

The school shall organize all instructional and other activity to be aligned with standards established in state laws and regulations, and in a manner that is consistent with local school board policy.

The school shall utilize technology in a manner consistent with local school board policy and state laws and regulations.

The school shall appraise all programs in a manner that is consistent with local school board policy. Programs shall be appraised upon request of the school council by assigning the program appraisal to the appropriate committee for completion and recommendation to the council.

Moderate Council Involvement

The school shall organize all instructional and other activity to be aligned with state standards established in state laws and regulations, and in a manner that is consistent with local school board policy. The Assessment and Planning Committee, by no later than October 1 of each year, shall provide a report to the school council on the status of alignment with state standards and technology utilization, and shall make recommendations to the council on ways to become more closely aligned and to better use technology.

All programs at the school must contribute to increased student performance as measured by the state assessment system. Programs may contribute directly or indirectly to this result. Upon request of the school council, the principal or her/his designee shall report to the school council on the degree to which a designated program contributes to increased student performance. Actions taken by the school council, pursuant to these reports, shall be consistent with state laws and regulations and local school board policy.

Major Council Involvement

The school shall organize all instructional and other activity to be aligned with state standards established in state laws and regulations, and in a manner that is consistent with local school board policy. The Assessment and Planning Committee, by no later than October 1 of each year, shall provide a report to the school council that shall include, but not be limited to:

- Alignment of the school curriculum with state standards
- Alignment of the school's instructional practices with state recommendations
- Status of student performance as measured by the state assessment process
- Alignment with the Standards and Indicators for School Improvement
- Implementation and impact of the current consolidated plan
- State of technology utilization

Appraisal of selected school programs upon the direction of the council

The Assessment and Planning Committee shall make recommendations relative to the items listed above at the time the report is presented to the council, subject to council action.

The School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Consultation

The school council shall be consulted prior to the principal's selection of personnel to fill all non-principal school-based vacancies that shall occur at the school.

When a school-based personnel vacancy occurs, and the school council has determined the job classification for the vacancy, the school principal, or any other school council member shall include "consultation with the school council for the _____ vacancy" on the agenda of a regular or special meeting of the council. The vacancy shall have occurred when posted with the Department of Education by the superintendent for certified positions, or by timely notification by the superintendent for classified vacancies.

The principal and school council shall meet the following timeline for filling vacancies:

School council, at either a regular or special meeting, shall determine the job classification for the vacancy. The council may either keep the job classification as it was previously determined, change it to another legal job classification, or agree to another legal expenditure of these personnel funds – Within 10 working days of the action that has caused the position to be unfilled.

Upon completion of Step 1, and the posting of the position by the superintendent, and the submission of a list of qualified applicants from the superintendent to the principal, the principal shall copy and distribute written applications from all candidates on the qualified applicants list to the school council for their review – Within 5 working days of having received the list of qualified applicants.

The principal shall conduct a reference check on each candidate and report the results of this reference check to the school council at a regular or special meeting of the council – Within 10 working days of the submission of the written applications to the school council.

The principal shall form an interview committee for the vacancy. This committee shall be composed of at least one parent at the school, at least two teachers from the area, grade, or department in which the vacancy has occurred, and the principal who shall serve as the committee chair – Within 5 working days of having received the list of qualified applicants.

The interview committee shall convene, determine which qualified applicants shall be interviewed, conduct interviews of those qualified applicants, discuss, and reach either a consensus or a majority vote on a recommendation of priority order for selection of a candidate to fill the vacancy – Within 10 working days of the submission of the written applications to the school council.

The interview committee chair shall report the recommendation of the interview committee to the school council at a regular or special meeting of the council. The school council shall consider the recommendation and shall provide its advice to the principal on who to select to fill the vacancy – Within 5 working days of the determination of the recommendation by the interview committee. If a quorum of the members of the school council is not available to attend a meeting for the purpose of conducting consultation in the filling of a vacancy, the definition of quorum for the purposes of filling the specified vacancy shall be "one or more members of the school council who are present for the consultation."

Subsequent to the completion of the six steps listed above, the principal shall make a selection of the qualified applicant to fill the vacancy, and shall report this selection to the superintendent who will complete the hiring process. The minutes of the school council for the meeting at which Step 6 occurs shall state, "Consultation occurred for the filling of the _____ vacancy."

The School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Committees:

A. The school council shall establish the following eight standing committees:

Curriculum and Instruction
Assessment and Planning
Budget
Professional Development
Staffing and Hiring
Governance
Technology
School Climate

B. All interested persons shall be assigned membership to one of the standing committees.

C. The principal, by April 15 of each year, shall post a list of standing committees in the school office. The principal shall, by April 15, distribute memoranda to teachers and parents inviting volunteers for appointment to the standing committees for the following July 1 to June 30. Persons may volunteer for specific committee appointment by signing the appropriate list posted in the office, or by contacting the school secretary to request appointment to a committee.

D. The principal shall present unaltered committee sign-up sheets to the school council by no later than June 1, and the school council shall approve committee membership by no later than June 1. The school council shall attempt to assign all parents and teachers to committees they request, but the council reserves the right to approve all final assignments. Assignments will be posted in the school office by no later than 48 hours subsequent to the council approval of the final assignments.

E. Each standing committee will have no less than six members. Each committee shall have at least one parent and one teacher member. The principal shall be assigned as a member of all committees for which he/she volunteers.

F. Each committee shall assemble no later than June 15 to elect a chairperson and establish their regular monthly meeting date. The meeting date will be reported to the principal by the chair within 48 hours of the initial assembly so that the principal may compile a report of all regular meeting dates and report this schedule of meeting dates to the superintendent, faculty, parents, and local media requesting this notification. The schedule of meeting dates will be posted in the school in a conspicuous place by June 20.

G. Each standing committee will establish its own frequency of meetings, date of meetings, and agenda.

H. The school council may establish ad hoc committees to accept specific assignments at the discretion of the school council. Ad hoc committee formation shall be subject to the requirements listed in paragraphs D, E, and G of this policy. All other requirements for an ad hoc committee shall be established in the jurisdiction statement specifically created by the council for the ad hoc committee upon its creation.

I. Jurisdiction for the standing committees shall be as follows:

Curriculum and Instruction Committee

Assess the status of the school's curriculum and instruction, research and discuss appropriate curriculum and instruction issues, make recommendations for consideration to the school council on issues related to curriculum and instruction, complete assignments from the council related to curriculum and instruction.

Assessment and Planning Committee

Assess the needs of the school and develop a school improvement plan to address the identified needs, research and discuss the school's needs assessment and objectives to address needs, make recommendations for consideration to the school council on issues related to assessment and school improvement planning, complete assignments from the council related to assessment and planning.

Budget Committee

Develop a budget, that includes all funds allocated to the school council, and make a recommendation to the school council to fund priorities of the council as listed in the school improvement plan, include in the budget a recommendation for expenditures for purchasing instructional materials and supplies, complete additional assignments from the council.

Professional Development Committee

Assist the principal in implementation of the professional development included in the school improvement plan, review for approval any professional development budget requests from staff beyond that which is included in the school improvement plan, complete any additional assignments from the council.

Staffing and Hiring Committee

Develop and present to the council for consideration, by March 15 of each year, a staffing plan that reflects the number of persons to be employed in each job classification at the school, serve as an interview committee to review and interview candidates for non-principal vacancies at the school, report a personnel recommendation on each vacancy to the school council as a part of the council's consultation prior to principal selection, complete additional assignments from the council.

Governance Committee

Review and recommend to the council amendments to the bylaws, review each proposed policy prior to its final reading to determine if the policy is consistent with bylaws, existing policies, and the school improvement plan and make a recommendation to the council relative to this, complete additional assignments from the council.